

## MULTI-FAMILY PROOF OF RESIDENCY AFFIDAVIT

The undersigned do hereby attest that more than one family is residing at the following address and request the identified school-age children of the guest family be permitted to enroll in the Harford County Public School (HCPS) designated below.

Official Use Only

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

*List all guest family children who are seeking enrollment in Harford County Public Schools:*

Guest Family Student's Name	Gender	Date of Birth	School	Grade

It is understood that the host family (owner/leaseholder) will provide proof of property ownership/rental in accordance with the "Acceptable Documentation" instructions on the reverse side of this application. **If a change in address occurs, the guest family (parent/guardian) must notify the school immediately.**

Host Initial

Guest Initial

The Superintendent's designee (Pupil Personnel Worker) will verify the facts contained in this affidavit and may conduct further investigation on a case-by-case basis after the student has been enrolled in HCPS. If the Superintendent's designee discovers fraud or misrepresentation, the student shall be withdrawn from the school roll subject to applicable law, and the appropriate tuition shall be assessed for the time the student fraudulently attended HCPS. This form may be disclosed by HCPS to any third party to conduct an investigation of the matters herein.

Host Initial

Guest Initial

I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Signature of Host (Owner/Leaseholder)

\_\_\_\_\_  
Signature of Guest (Parent/Guardian of Student)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### **Acceptable Documentation**

A Multi-Family living arrangement is when more than one family live at the same address.

The boxes below show what documents may be used to confirm your place of residency. Please note that these documents must bear the same name and address that is shown on the Multi-Family Affidavit form. The documents that you provide must be the original and current.

Return the Multi-Family Affidavit form along with **ONE ORIGINAL DOCUMENT FROM EACH BOX TO THE SCHOOL'S PUPIL PERSONNEL WORKER.**

*Documentation required from the **host family** with whom the parent and student reside.*

*Choose one:*

- ✓ Signed Settlement Agreement/ most recent mortgage payment
- ✓ Current signed Lease Agreement
- ✓ Most recent Tax Assessment
- ✓ Most recent County Tax Records
- ✓ Title/Deed establishing ownership of the dwelling in Harford County
- ✓ Current monthly utility bill (turn off notice is not accepted) – Internet, cable, landline, gas and electric (usage detail page required)\*

*Documentation required from the **guest family (parent or guardian).***

*Choose one:*

- ✓ Pay Stub\*
- ✓ W-2 Form
- ✓ Car, Homeowner, or Renter's Insurance Declaration page
- ✓ Government or official correspondence
- ✓ Change of Address card from MVA or Post Office
- ✓ Credit Card Statement\*
- ✓ Cell Phone Bill\*

\* These documents must be dated within 30 days from the date they are provided for enrollment.

Please contact your local Pupil Personnel Worker should you have any questions or concerns regarding this process.